State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE@FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 15, 1999

M E M O R A N D U M SA 99-34

TO: Fiscal Officers
           All State Agencies

FROM: F. Howard Karlton, CPA
           Director

SUBJECT: Stale Dated ISIS Checks

Attached you will find a listing of stale dated checks issued through ISIS which are outstanding against appropriations within your agency. A check is stale dated if it has been outstanding for more than 180 days. This listing will contain current outstanding checks as of 6/8/99 which were issued on or before 12/10/98. Each agency should use this report to resolve these outstanding checks. Your agency will only have a copy of the report attached if you have stale dated checks. If the obligation for which the check was issued is still open and you can reissue the check to the vendor, do so at once. If the obligation is still outstanding and you cannot locate the vendor, notify the State Treasurer's Office (STO) so that the funds may be turned over to The Department of Revenue, Unclaimed Property Section.

Agencies are responsible for requesting that the STO void and/or reissue single checks issued from their appropriations. Agencies are also responsible for requesting that the STO void and/or reissue consolidated checks which were issued for their agency only, related agencies (i.e., agencies with the same agency type on the AGCY table of AFS), or agency payments made by one central accounting office (i.e., 148 makes payments for agencies 901, 904, 924, etc.). The agency will also prepare the J1s that are required. Contact OSRAP to request the void and/or reissuance of consolidated checks, which do not meet the previous criteria. OSRAP will prepare the necessary J1s for consolidated checks, which were issued for unrelated agencies.

If a vendor did not receive a payment because the address on the vendor file is incorrect, please contact the OSRAP Vendor Section at (225)342-6356 to have the vendor's address corrected before requesting that the check be reissued.

If a payment was sent to a good address for the vendor but the wrong vendor location code, the check will have to be voided and a new payment voucher will have to be entered. The STO cannot change the location code to which the check will be reissued on the CX.

If you determine that you are responsible for voiding and reissuing a check, please complete a CX form Type 1 and mail it to the STO, Attn: Ms. Trudy Jackson. You will do this regardless of the fiscal year from which the check was originally issued.

If you need to void and not reissue a check issued from current year funds with an expenditure object, complete a CX form Type 3 and a J1 (see Exhibit A - CY VOID DO NOT REISSUE). If you need to void and not reissue a check issued from a revenue source code, complete a CX form Type 3 and include the revenue source code that was used (DO NOT PREPARE A J1 - the STO will process a Manual Warrant to void this payment). Mail the CX form to the STO, Attn: Ms. Trudy Jackson.

If you need to void and not reissue a check issued from prior year funds, you will complete a CX Type 3 and two J1's (see Exhibit B - PY VOID - CASH CANNOT BE CARRIED FORWARD or Exhibit C - PY VOID - CASH CAN BE CARRIED FORWARD). After 8/10/99 a CX Type 3 for a BFY 99 payment will be treated as a prior year void and will require 2 J1's. **For Federal monies that need to be carried over due to the voiding of a prior year check, on the second J1 use the appropriate agency/revenue organization for Federal and the revenue source 1971-Fed PY Revenue Adjustments. Self-generated (SGR) and interagency (IAT) monies that must be carried over should use the appropriate SGR or IAT agency/revenue organization along with the revenue sources 1972 and 1973 respectively.** Mail the CX form to the STO, Attn: Ms. Trudy Jackson.

> **NOTE:** **If you void and DO NOT reissue a check which was issued from AGPS/CFMS and you want the amount of the encumbrance to reflect that the check has been voided, you must do an OCHG type INC (AGPS) or a KAMD type ADJ and change the KINV status to CCK (CFMS, see CFMS User Guide Agency Procedures 402-403) for the amount of the check in addition to the procedures outlined in this memorandum.**

If you have any questions regarding this memorandum, contact the OSRAP Help Desk at (225)342-1097.

FHK:am

Attachments

c: Mr. Gary Hall, CPA

EXHIBIT A

CY VOID DO NOT REISSUE

```
FUNCTION:                     DOCID: J1   AAA  J1000000444        06/05/99 09:47:03
  STATUS: PEND4          BATID:                  ORG:
H-                         JOURNAL VOUCHER INPUT FORM
   JV DATE: 06 04 99 ACCTG PRD: 12 99 BUDGET FY: 99  REVERSAL DATE:
   ACTION:      BUDGET OVERRIDE IND:        COMMENTS: WRONG VENDOR
        DEBIT DOC TOTAL:           239.95     CREDIT DOC TOTAL:          239.95
        CALC DEBIT TOTAL:          239.95     CALC CREDIT TOTAL:         239.95

 FUNCTION:                     DOCID: J1   AAA  J1000000444        06/05/99 09:47:31
  STATUS: PEND4          BATID:                  ORG:        001-002 OF 002
   AC              SUB                FUNC OBJ SUB  BS    JOB      FROM/TO
   TP FND ACY ORG ORG APPR UNIT  ACTV  TION REV O/R ACCT  NUMBER   FUND
   -- --- --- ------- ---------- ----- ------ ------- ----- -------- --------
   INT  REF  BK   DEBIT                    VENDOR / PROVIDER
   FUND AGY  CD   AMOUNT    REPT CAT   CODE                   NAME
   ---- ---- --- ---------- ----------  ------------------------------------
                     CREDIT           CASH
   DESCRIPTION                    AMOUNT        IND
   ----------------------- --------------    ----
 01- 02 FFF AAA                            6710
                  239.95
     Void check #???????                     N
 02- 22 FFF AAA EEEE     200      2890

     Void Check #???????            239.95    N
 03-
```

Where FFF = your fund, AAA = your agency, ???? = check number being voided, EEEE = your expenditure organization, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT B

PY VOID - CASH **CANNOT** BE CARRIED FORWARD

First J1

```
FUNCTION:                    DOCID: J1   AAA  J1000000020        06/05/99 09:04:48
  STATUS:                    BATID:                   ORG:
H-                            JOURNAL VOUCHER INPUT FORM
    JV DATE: 06 04 99 ACCTG PRD: 12 99 BUDGET FY: 98  REVERSAL DATE:
    ACTION:     BUDGET OVERRIDE IND:        COMMENTS:
         DEBIT DOC TOTAL:        XXX.XX    CREDIT DOC TOTAL:        XXX.XX
          CALC DEBIT TOTAL:      XXX.XX    CALC CREDIT TOTAL:       XXX.XX


FUNCTION:                    DOCID: J1   AAA  J1000000020        06/05/99 09:04:58
  STATUS:                    BATID:                   ORG:       001-002 OF 002
   AC              SUB                  FUNC  OBJ SUB  BS   JOB      FROM/TO
   TP FND ACY ORG ORG APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER   FUND
   -- --- --- ------- ---------- ----- ------ ------- ----- -------- --------
   INT  REF  BK   DEBIT                      VENDOR / PROVIDER
   FUND AGY  CD   AMOUNT    REPT CAT    CODE                     NAME
   ---- ---- --- ---------- ------------  ------------------------------------
                     CREDIT            CASH
   DESCRIPTION                    AMOUNT          IND
   ----------------------- --------------     ----
 01- 02 FFF AAA                                    6710
                 XXX.XX
     Void check # ?????                        N
 02- 01 FFF AAA                                    6000
           X1
     See J1 AAA #21           XXX.XX    N
 03-
```

Second J1

```
FUNCTION:                    DOCID: J1   AAA  J1000000021        06/05/99 09:07:48
  STATUS:                    BATID:                   ORG:
H-                            JOURNAL VOUCHER INPUT FORM
    JV DATE: 06 04 99  ACCTG PRD: 12 99  BUDGET FY: 99  REVERSAL DATE:
    ACTION:     BUDGET OVERRIDE IND:        COMMENTS:
         DEBIT DOC TOTAL:         XXX.XX    CREDIT DOC TOTAL:        XXX.XX
          CALC DEBIT TOTAL:       XXX.XX    CALC CREDIT TOTAL:       XXX.XX


FUNCTION:                    DOCID: J1   AAA  J1000000021        06/05/99 09:08:58
  STATUS:                    BATID:                   ORG:       001-002 OF 002
   AC              SUB                  FUNC  OBJ SUB  BS   JOB      FROM/TO
   TP FND ACY ORG ORG APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER   FUND
   -- --- --- ------- ---------- ----- ------ ------- ------ -------- ---------
   INT  REF  BK   DEBIT                      VENDOR / PROVIDER
   FUND AGY  CD   AMOUNT    REPT CAT    CODE                     NAME
   ---- ---- --- ---------- ------------  ------------------------------------
                     CREDIT            CASH
   DESCRIPTION                    AMOUNT          IND
   ----------------------- --------------     ----
 01- 01 B15 148                                   6B15
           X1      XXX.XX
     Void check # ?????                        N
 02- 31 B15 148  NAAA                        1925

     See J1 AAA #20           XXX.XX      Y
 03-
```

Where FFF = your fund, AAA = your agency, ???? = check number being voided, and accounting period = current accounting period.
You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT C

PY VOID - CASH **CAN** BE CARRIED FORWARD

First J1

```
FUNCTION:                    DOCID: J1   AAA  J1000000022      06/05/99 11:04:48
  STATUS:                  BATID:                   ORG:
H-                           JOURNAL VOUCHER INPUT FORM
   JV DATE:          ACCTG PRD:      BUDGET FY: 98  REVERSAL DATE:
   ACTION:    BUDGET OVERRIDE IND:       COMMENTS:
       DEBIT DOC TOTAL:        XXX.XX    CREDIT DOC TOTAL:       XXX.XX
        CALC DEBIT TOTAL:       XXX.XX   CALC CREDIT TOTAL:      XXX.XX


FUNCTION:                    DOCID: J1   AAA  J1000000022      06/05/99 11:06:58
   STATUS:                 BATID:                  ORG:       001-002 OF 002
   AC            SUB                  FUNC OBJ SUB  BS    JOB      FROM/TO
   TP FND ACY ORG ORG APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER    FUND
   -- --- --- ------- ---------- ----- ------ ------- ------ -------- ---------
   INT  REF  BK   DEBIT                    VENDOR / PROVIDER
   FUND AGY  CD   AMOUNT    REPT CAT   CODE                   NAME
   ---- ---- --- ---------- -----------  ------------------------------------
                    CREDIT           CASH
   DESCRIPTION                  AMOUNT         IND
   ------------------------ --------------    ----

 01- 02 FFF AAA                                        6710
                  XXX.XX
     Void check # ?????                        N
 02- 01 FFF AAA                                        6000
            X1
     See J1 AAA #23         XXX.XX       N
 03-
```

Second J1

```
FUNCTION:                    DOCID: J1   AAA  J1000000023      06/05/99 11:18:48
  STATUS:                  BATID:                   ORG:
H-                           JOURNAL VOUCHER INPUT FORM
   JV DATE:          ACCTG PRD:      BUDGET FY: 99  REVERSAL DATE:
   ACTION:    BUDGET OVERRIDE IND:        COMMENTS:
       DEBIT DOC TOTAL:        XXX.XX    CREDIT DOC TOTAL:       XXX.XX
        CALC DEBIT TOTAL:       XXX.XX   CALC CREDIT TOTAL:      XXX.XX


FUNCTION:                    DOCID: J1   AAA  J1000000023      06/05/99 11:20:58
   STATUS:                 BATID:                  ORG:       001-002 OF 002
   AC            SUB                  FUNC OBJ SUB  BS    JOB      FROM/TO
   TP FND ACY ORG ORG APPR UNIT  ACTV  TION REV O/R  ACCT  NUMBER    FUND
   -- --- --- ------- ---------- ----- ------ ------- ------ -------- ---------
   INT  REF  BK   DEBIT                    VENDOR / PROVIDER
   FUND AGY  CD   AMOUNT    REPT CAT   CODE                   NAME
   ---- ---- --- ---------- -----------  ------------------------------------
                    CREDIT           CASH
   DESCRIPTION                  AMOUNT         IND
   ------------------------ --------------    ----
 01- 01 FFF AAA                                        6MOF
            X1    XXX.XX
     Void check # ?????                        N
 02- 31 FFF AAA RRRR                        RSRC

     See J1 AAA #22         XXX.XX     Y
 03-
```

Where FFF = your fund, AAA = your agency, ???? = check number being voided, 6MOF = cash account of your means of financing, RRRR = your revenue organization, RSRC = 1971, 1972 or 1973, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.).